

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-00-10657/0001		3. EFFECTIVE DATE 08/08/00	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-00-10657	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			(T)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-00-10657
				9B. DATED (SEE ITEM 11) 07/21/00
			T	10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(T)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

THE DATE AND TIME SPECIFIED FOR RECEIPT OF PROPOSALS REMAINS AUGUST 22, 2000 AT 3:00 PM ET.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) BARBARA H. STEARRETT	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section H clause entitled "KEY PERSONNEL (EPAAR 1552.237-72) (APR 1984)" has been modified. The text is as follows:

(a) The Contractor shall assign to this contract the following key personnel:

ESAT Team Manager	* _____
Senior Organic Analytical Chemist	_____
Senior Inorganic Analytical Chemist	_____
Senior Organic Data Validator	_____
Senior Inorganic Data Validator	_____

* The names of the personnel proposed by the successful offeror to fill these key positions will be included here upon contract award.

(b) During the first one hundred eighty (180) calendar days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) below. After the initial one hundred eighty (180) calendar day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 calendar days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

2. The Section H clause entitled "PROFICIENCY EXAM" has been added. The text is as follows:

The contractor employees shall complete a proficiency exam demonstrating that the technician can perform tasks in accordance with 40 CFR Part 136 Appendix B and Region 3 Office of Analytical Services and Quality Assurance Laboratory Quality Manual before they may begin work in the Region 3 laboratory. The EPA Project Officer will administer the test.

3. Paragraph 2 of the Section M clause entitled "EVALUATION FACTORS FOR

AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified to correct an error. The modified text is italicized and underlined as follows:

2. Proposals will be evaluated using seven major criteria: **Past Performance (20%), Technical Approach (20%), Management Approach (15%), Personnel Qualifications (15%), Sample Scenarios (15%), Corporate Experience (10%), and Small Disadvantaged Business Participation (5%).** Except as specifically noted, all subcriteria within each criterion section will be considered of equal importance.

4. The following piece of equipment is added to the attachment entitled "GOVERNMENT FURNISHED PROPERTY":

P/E Optima 4300 ICP w/ WinLab 32 (V.2.2) Instrument Control Software

5. Paragraph E of the attachment entitled "MINIMUM STANDARDS FOR CONFLICT OF INTEREST PLAN" has been modified. The text that has added has been underlined and is as follows:

- E. WORK ASSIGNMENT (WA), TECHNICAL DIRECTION DOCUMENT (TDD), DELIVERY ORDER (DO), OR TASK ORDER (TO) NOTIFICATION AND CERTIFICATION

The COI Plan shall describe the process the company requires for notifying the Agency prior to beginning work, and for submission of its WA/TDD/DO/TO certification within 20 days or receipt of the work from EPA.

NOTE: WA/TDD/DO/TO certifications are NOT required if the contract contains an annual certification requirement. Nevertheless, the contractor's COI Plan should address the procedures to be followed for WA/TDD/DO/TO certifications.

6. Paragraph I.A.1 of the attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The modified text is underlined as follows:

1. Length

The maximum length of the written technical proposals shall be 100 pages on 8 1/2" x 11" paper, using no less than 10 point character size, single spaced, and no less than an average of 3/4" margins on each side. The following items are excluded from the above stated page limitation: letters of transmittal, cover page, resumes, table-of-contents, dividers, Quality Management Plan, and briefing charts (maximum 30 pages of charts) to be used in the oral presentation. Past Performance Questionnaires are excluded from the above stated 100 page limitation; however, the summary contract information requested in Clause L.18 is included in the above stated 100 page limitation. Foldout pages are considered as the total number of 8-1/2 by 11 inch pages or fractions thereof that they fit. Offerors are strongly urged to be as succinct, clear, and concise as possible in writing the proposal and adhere to the recommended page limitation.

7. Paragraph I.B.3 of the attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The modified text is underlined and

italicized as follows:

3. Personnel Qualifications

Key Personnel

For each key individual proposed, indicate the percentage of time the person will be able to devote to any resultant contract. *The ESAT Team Manager, the Senior Organic Analytical Chemist, the Senior Inorganic Analytical Chemist, the Senior Organic Data Validator, and the Senior Inorganic Data Validator are considered "key personnel."* For the person proposed as team manager, state the pertinent managerial and technical experience and qualifications to accomplish those functions delineated within the Statement of Work. For all other proposed key personnel, state the pertinent qualifications and experience to accomplish those associated functions delineated within the Statement of Work. All key personnel should be senior people with appropriate experience and credentials who are capable of providing a sufficient Level Of Effort to support each task area and estimated work load of the SOW. Include resumes in this section for key people. Resumes shall demonstrate that proposed personnel possess the education, experience (include dates of employment in each position), total number of years experience, scientific or technical accomplishments, and qualifications necessary to successfully manage and perform the tasks described in the SOW ensuring the technical quality and timeliness of all work performed.

Labor Mix and Readiness

Offerors shall submit a Labor Category Mix Matrix for the first year of the contract, demonstrating how they plan to distribute the level of effort among the prime and subcontracting team by labor category, as applicable. Offerors shall discuss how they plan to effectively meet the requirements of the contract through the roles and responsibilities of their team members. Provide a project organization scheme including identification of functional coverage. Demonstrate the ability to provide the personnel, either through in-house personnel or through subcontractors, to meet the requirements of the statement of work. The chart should clearly identify the lead-time after contract award for becoming fully operational. The offeror's discussion shall identify the percentage of personnel currently trained in health and safety procedures and analytical techniques so as to be available for task orders early in the contract.

8. Paragraph II.E.1 and paragraph II.E.4 of the attachment entitled "TECHNICAL PROPOSAL INSTRUCTIONS" have been modified to reflect the changes made above to the Clause entitled "Key Personnel" and in response to a written question from a potential offeror (the question follows). In an effort to save space, only the paragraphs effected are included here. The modified text is underlined and italicized as follows:

E. PRESENTATION FORMAT

1. Presentations shall be made by the proposed ESAT Team Manager and the 4 (four) other members of the proposed Key Personnel staff. The offerors will make their presentations to the EPA selection officials. The

presentations must be complete, concise, and clear.

4. Offerors shall be limited to no more than 30 briefing charts for the entire 90 minute presentation. The briefing charts shall consist of black on clear transparencies (without borders or background design, logos, or cartoon/photographic pictures) for use on an overhead projector. EPA will provide the overhead projector. Briefing charts should highlight information in the briefing, not provide a narrative of the briefing content. Offerors shall provide a copy of the briefing charts as an attachment to the written Technical Proposal. Briefing charts submitted with the written proposal must be photocopies of the view charts used during the oral presentation. Any substitution of charts will adversely affect the evaluation of the presentation. Offerors are responsible for providing a person (included in the five person limitation) to flip the view graph charts, if it will not be done by the presenter. The presenters may use name plates to identify themselves if desired, and the name plates will not count against the 30 chart limit. Offerors will also be allowed to write on a flip chart during both the 90 minute and 30 minute (described below) oral presentations to illustrate their points. EPA will provide the flip chart, flip chart paper, and black pen marker. Flip chart pages and charts used during the oral presentation are not subject to the written proposal page limitation.

9. A pre-proposal conference was held at the Region 3 Laboratory on July 27, 2000. The following people were present:

<u>Name</u>	<u>Organization/Phone No.</u>
Frederick Foreman	EPA - Region III (410) 305-2629
Hannah Burke	EPA-HQ/OAM (202) 564-3446
Reena Bhatia	KATHPAL TECH (703) 573-7791
Sherif N. Mina	MSTI (410) 269-7888
Marybeth Puckace	Lockheed Martin (410) 305-3034
William Munslow	LMTSG (703) 812-3901
Barbara Stearrett	EPA - HQ/OAM (202) 564-4496

The following information was covered during the conference:

PRE-PROPOSAL CONFERENCE - July 27, 2000

Environmental Services Assistance Team - DE, DC, MD, PA, VA, WV Regional Laboratory (Region 3)

RFP No.: PR-HQ-00-10657 **Opened:** July 21, 2000 **Closes:** August 22, 2000 3:00 pm

Full and Open Competition

Project Officer: Fred Foreman

NOTHING SAID HERE TODAY AMENDS IN ANYWAY THE SOLICITATION AS WRITTEN - REVISIONS MUST BE MADE THROUGH AN AMENDMENT - ABSENT THE AMENDMENT THE RFP STANDS AS CURRENTLY WRITTEN.

The amendment will be posted on the WEB page with the solicitation (www.epa.gov/oam/srpod). Your technical questions need to be sent to me at "burke.hannah@epa.gov" by COB Aug. 1st. We expect to issue an amendment by Aug. 10th. I do not anticipate extending the due date for proposals.

Anticipated Contract Type: Indefinite Delivery/Indefinite Quantity with both fixed & cost reimbursable pricing arrangements allowed. Work will be ordered through negotiated task orders. One award is anticipated.

NOTE: In accordance with FAR 52.215-1 included by reference in Section L - we anticipate award WITHOUT discussion - this means you should present your best offer as your initial proposal

Clauses to Note:

B.1 MINIMUM & MAXIMUM AMOUNTS: Minimum is stated in dollars \$250,000 per ordering period (1 3-yr base and 1 2-yr option) the Maximum is stated in labor hours. YOU ARE BEING ASKED TO PROPOSE BASED ON THE MAXIMUM LOE - The governments most realistic number of hours per year is provided in Section L and Attachment 10.

G.17 ACCESS TO GOVERNMENT PROPERTY, SERVICE, AND/OR SPACE - Some space is provided for your use, see Attachment 5.

H.2, H.3 & H.4 - All deal with CONFLICTS OF INTEREST - this is important

H.6 - OPTION TO EXTEND THE TERM OF THE CONTRACT

H.24 - KEY PERSONNEL - The clause has been revised in this amendment.

Also in Section H - A clause has been added to this amendment for a Proficiency Exam prior to using specific instrumentation.

SECTION J - Lists all of the Attachments

SECTION K - REPRESENTATIONS & CERTIFICATIONS - Must be completed and submitted with your cost proposal

L.6 - HISTORICAL WORKLOAD INFORMATION - this is broken down further in Attachment 10.

L.9 - ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION - Requires that each offeror submit with its proposal a COI disclosure statement (See also - L.12 Organizational COI PLAN for instructions)

L.10 - PROHIBITION OF CONTRACT LABORATORY PROGRAM CONTRACTORS FROM CONTRACT AWARD

L.15 - INSTRUCTIONS FOR THE PREPARATION OF PROPOSALS - Refers you to RFP attachments 10 & 11

L.16 - GENERAL FINANCIAL AND ORGANIZATIONAL INFORMATION - Provide the required information

L.18 - PAST PERFORMANCE INFORMATION

L.19- TECHNICAL QUESTIONS - It says that all questions should be submitted within 3 calendar days of this conference which would be Sunday. I am extending it until Tuesday Aug 1st. Please note that all questions should be emailed to me at burke.hannah@epa.gov

L.21 - SUBMISSION OF QUALITY MANAGEMENT PLAN

L.23 - SUBCONTRACTING GOALS

L.25 - SUBCONTRACTING PROGRAM PLAN

L.27 - SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM

L.32 - ADDITIONAL BID/PROPOSAL SUBMISSION INSTRUCTIONS - There are TWO (2) different addresses for getting your proposals here - One for hand carried such as FEDEX, the other for U.S. Mail - IF YOU ADDRESS YOUR PROPOSAL INCORRECTLY IT WILL NOT GET TO ME IN TIME!!!

M.3 - EVALUATION FACTORS FOR AWARD

ATTACHMENT 3&4 - Some equipment will be changing. Fred will explain more about this.

ATTACHMENTS 10 & 11 - Provide detailed instructions for preparation of both cost and technical proposals - PLEASE REMEMBER WE INTEND TO AWARD WITHOUT DISCUSSIONS

Agenda items for discussion from the Project Officer, Fred Foreman.

1. A new instrument has been added for ESAT use and will be amended into the solicitation: P/E Optima 4300 ICP with WinLab32 (V.2.2) Instrument Control software.

Other instrumentation listed which **may** be upgraded prior to commencement of the new contract includes:

1. Tekmar LCS 2000 Purge and Trap
 2. Leeman Model 200 Mercury Analyzer
 3. HP 5890 with dual PCB/Pesticide analysis
2. Work Station software: All workstation software and hardware are maintained by the facility computer support group. Recent changes include conversion to Lotus Notes 5.0 as the email system and conversion to WordPerfect version 9.0.
 3. All analytical data generated in the laboratory is loaded in the Regions Relation Laboratory Information Management System (RLIMS). This is an Oracle based system.
 4. Oral presentations are currently scheduled to occur September 5-8, 2000. Offerors will be notified of the location as well as date and time of scheduled presentation on or around August 31, 2000.

10. The following questions were received regarding the solicitation, answers follow each:

Q1. Clause I.17 Warranty of Services, states that the contractor is required to correct or re-perform defective or nonconforming services at no cost to the government. This offeror understands this clause excludes the usual review and revision cycle wherein the Government and the government review deliverables determines that editorial and other similar revisions are required by the contractor. We further understand this paragraph (c) to exclude the requirement to re-analyze samples due to QC requirements stipulated in the related SOWs and SOPs. Please confirm.

A1. Paragraph (b) of the same clause states:

Notwithstanding inspection and acceptance by the Government or any provisions concerning the conclusiveness thereof, the **Contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract.** The Contracting Officer shall give written notice of any defect or nonconformance to the Contractor within forty-five (45) days. This notice shall state either (1) that the Contractor shall correct or re-perform any defective or nonconforming services, or (2) that the Government does not require correction or re-performance."

Quality Control requirements of the SOW and SOP's are "requirements of this contract." When asked to propose on a Task Order the contractor should include the cost of complying with the contract and task order requirements, QC or otherwise. Under this clause, if a contractor performs work without following the stated contract requirements then the Government can require the contractor to re-perform without additional cost to the Government due to the non-conformance.

Q2. There are many recurring reports, either monthly or annually, required throughout the contract, to include reports such as: Monthly Progress Reports, Health & Safety Plans, and Annual Allocation of Non-Site Specific Cost. Will all of these reporting requirements be issued under a completion form task order or a term form task order?

A2. The government does not intend to issue a task order for the "management" of this contract. The contractor will need to propose and charge such costs in accordance with its approved accounting system.

Q3. Will the contractor receive a Completion Form Task Order or a Term Form Task Order to perform Task V, subtask D "Implementation of a Team Quality Assurance Program?"

A3. The government does not intend to issue a task order for the implementation of a program that will affect all task orders of this contract. The contractor will need to propose and charge such costs in accordance with its approved accounting system.

Q4. Attachment 11.I.A.3 Charts: This section states that offerors are

encouraged to use charts, lists, diagrams, etc. to portray facts, whenever possible. Can these charts, lists, diagrams be used on the briefing charts being presented during the oral presentations?

A4. Yes.

Q5. If an offeror is a Commercial Laboratory and subcontracts a portion of it's commercial work to CLP Laboratories, does this constitute a "significant relationship" with a CLP Laboratory as stated in Clause L.11?

A5. Absent additional information about the specifics of the relationship, this question cannot be answered resolutely. If an offeror believes that there is an actual or potential conflict of interest, it is their responsibility under Clauses L.11 to disclose such COI and describe how any such COI can be avoided, neutralized, or mitigated. From this information, the Government and the contractor can then determine if a COI exists.

Q6. Attachment 11.II.E.2.a, Sample Scenario 3 requires offerors to present a time-phased mobilization chart and an organizational chart. However, attachment 11.II.E.4 states that briefing charts include no figures. This offeror assumes that figures mean "pictures." Please clarify.

A6. The intent was not to eliminate the use of charts, graphs, or diagrammatic figures, but to eliminate the use of superficial cartoons or pictures. Attachment 11.II.E.4 is revised in this amendment to be consistent with this instruction.

Q7. In accordance with Paragraph M.3.2.A, Past Performance will be evaluated based on information on past contracts and subcontracts required by L.18. Attachment 11.I.B.1 advises offerors to comply with paragraph L.18, which requires offerors to provide summary contract information in the written proposals, including summary information about the recipients of the questionnaires for each contract. L.18 does not require submission of what are essentially blank questionnaires as part of the written proposal. Offerors are instructed to send the questionnaires directly to the clients. However, Attachment 11.I.a.1, General Instructions for the Written Proposal, states, "Past Performance Questionnaires are included in the above stated 100 page limitation." Is it the government's intent to require these blank questionnaires? If so, we recommend that this requirement be clarified and if required be submitted as an addendum to the technical proposal, excluded from the page count.

A7. Attachment 11.I.a.1 has been amended to state that the Past Performance Questionnaires will be excluded from the page limitation, but the summary contract information is included in the page limitation.

Q8. What amount of CADRE does ESAT need to know?

A8. Currently, ESAT does not use CADRE.

Q9. How busy is the metals lab?

A9. Currently the lab can get pretty busy and with the new instrument coming in, it should only get busier.

Q10. *How much time can ESAT anticipate spending with glassware washing?*

A10. Glassware washing is currently a significant part of the workload for ESAT. It can take up to one half hour per sample.

Q11. *Does the EPA provide lab coats and safety glasses?*

A11. Yes. EPA takes care of the laundering of the lab coats as well.

Q12. *How heavy is the volatile workload?*

A12. At this time volatiles are a very heavy workload for ESAT.

Q13. *Who maintains the equipment?*

A13. General maintenance on the equipment is done by ESAT, troubleshooting is done by the EPA. If an instrument breaks, ESAT must notify a TOPO right away.

Q14. *How many Organic extraction labs are there?*

A14. There are three. Aqueous, solid, and condensing/evaporation labs.

ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN UNCHANGED.